



KVOA COMMUNICATIONS, INC.
P.O. Box 5188, Tucson, Arizona 85703-0188
Studios at 209 W. Elm, 85705-6538
Tel: 520.792.2270 Fax: 520.620.1309

www.kvoa.com

For Internal Station Use
This Form Should Be Used to Create a Job Vacancy Folder
For Each Vacancy at the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY

Part A

I. General Information

- Job Title: PART TIME GRAPHICS / PRODUCTION ASST.
- Station: KVOA TUCSON
- Date Position Opened: 12/5/11
- Date Position Filled: 2/2/12
- Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been complete and dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing this vacancy attached hereto?

Yes ☒ No ☐

II. Interviews

- List of people interviewed for this position:

Name	Date	Recruitment Source
KAREN HILL	12/21	KVOA EMPLOYEE
PAUL HOLZE	12/21	" WEBSITE
RAY HANSEN	12/21	ITT TECH JOBLINE
JAY CALDWELL	12/20	KVOA WEBSITE
MICKEL BOWLER	12/22	" "
BRANDON RODRIGUEZ	12/22	" "
JACQUELINE BERGEN	12/21	" "
LEIGH JENSEN	12/1	" "
KEVIN SLOAN	1/19	WALK FORCE <i>Dr. Dusty Lee Jones</i>

-
2. Total number of people interviewed for this position: 9
3. Total number of applicants for this job: 55


III. Hiree

Person ultimately hired for this position:

Name: KAREN HIN

Recruitment Source: KVOA EMPLOYEE

Approval:

General Manager:  Date: 2/2/12



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Part B Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes ☒ No ☐

Date posted: 1/25/12
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes ☒ No ☐

Name of Third Party: _____
Date Sent: 1/25/12
Attach proof of sending to third party.
Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all the organizations on the station's list of organizations entitled to receive copies of such notices (Form B-2)?

Yes ☒ No ☐

Date Sent: 1/25/12
Attach a copy of the current list of such organizations.
Attach proof of sending to such organizations.

4. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes ☒ No ☐

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

a) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

b) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

c) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

d) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

e) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

f) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

g) Name of Source:

Contact Person:

Address:

Telephone:

Fax:

Email:

How was notification given to this source?

P.T. Graphic Artist/Production Assistant

Posted: Jan 25, 2012 11:14 AM

Updated: Jan 25, 2012 11:20 AM

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

- o Some formal education in Graphic Arts.
- o Working knowledge of Adobe Photoshop in a PC environment.
- o Chyron Lyric Duet experience a plus.
- o Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment.
- o Bring creativity to the job while working within format.
- o Follow the guidance of the staff Art Director.
- o Job includes some studio camera work for live news.
- o Work evenings and "vacation relief" weekdays and weekends.
- o Must be a team player.

Contact:

Dave Kerrigan

Operations Manager

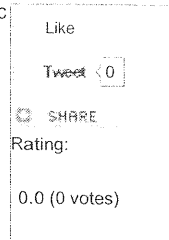
dkerrigan@kvoa.com

NO PHONE CALLS PLEASE

KVOA is an Equal Opportunity Employer

Pre-employment drug screening mandatory

Motor Vehicle Record Required



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Position Openings *P.T. Graphic Artist/Production Assistant* has been created.

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P.T. Graphic Artist/Production Assistant

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Contact:

Dave Kerrigan

Operations Manager

dkerrigan@kvoa.com

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To apply, send resume, cover letter and contact information to:

Dave

Kerrigan

KVOA.com

, AL

Phone:

Fax:

[Email contact form](#)

• Locations: AZ-Tucson

• Departments: Production - television



[Printer-friendly version](#)



[Send to friend](#)

LATEST FROM CORDILLERA NEWSROOMS

- Surgeon in Santa Barbara teen sex case found dead in Mammoth
KSBY.com - 2 hours 34 min ago
- Giffords Formally Resigns From Congress
LEX18.com - 2 hours 34 min ago
- Strong winds push school bus off road near Browning
KAJ18.com - 2 hours 34 min ago
- Cruise ship captain admits 'mistake' in deposition
KTVQ.com - 2 hours 34 min ago
- Strong winds push school bus off road near Browning
KBZK.com - 2 hours 34 min ago
- Strong winds push school bus off road near Browning
KXLF.com - 2 hours 34 min ago
- Strong winds push school bus off road near Browning
KRTV.com - 2 hours 34 min ago

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GABRIELLA TREJO

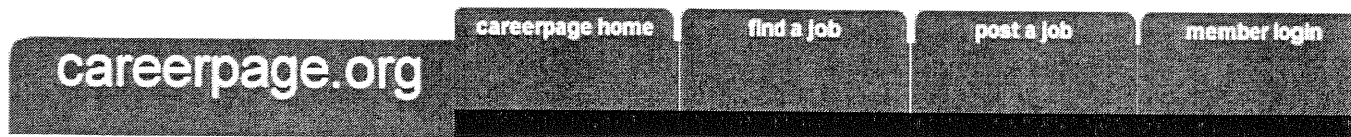
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To apply: Contact: Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com NO PHONE
CALLS PLEASE KVOA is an Equal
Opportunity Employer Pre-
employment drug screening
mandatory Motor Vehicle Record
Required

Contact: Dave Kerrigan by 2012-
02-25
Tucson, AZ 85705

P.T. Graphic Artist/Production Assistant

Posted: 2012-01-25

Tucson, AZ

Description: Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

Responsibilities: o Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment. o Follow the guidance of the staff Art Director. o Job includes some studio camera work for live news. o Work evenings and "vacation relief" weekdays and weekends.

Requirements: o Some formal education in Graphic Arts. o Working knowledge of Adobe Photoshop in a PC environment. o Chyron Lyric Duet experience a plus. o Bring creativity to the job while working within format. o Must be a team player.

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National Alliance of State Broadcasters Associations

CAREER

JOBS

P.T. Graphic Artist/Production Assistant

25 JANUARY 2012

Type: News
Organization: KVOA-TV (*ABA MEMBER)
Location: Tucson, Arizona
Description: Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

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- o Follow the guidance of the staff Art Director.
- o Job includes some studio camera work for live news.
- o Work evenings and "vacation relief" weekdays and weekends.
- o Must be a team player.

Contact: Contact:
Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com

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Motor Vehicle Record Required



Broadcast Employment Services



KVOA (NBC) Tucson, Arizona

Position	P.T. Graphic Artist/Production Assistant
Station Ownership	Cordillera
Station Slogan	"News 4 Tucson"
Reference #	<i>Will be re-assigned ...</i>
Type	Television
Full / Part	Part Time - Regular
Experience	0
Posted	1/25/2012
Closes	2/25/2012
Time Left	31 Days
DMA	#70
Found In	Graphic Design



P.T. Graphic Artist/Production Assistant

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- o Must be a team player.

Contact:
Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com



Supplemental Information

Salary Type	Hourly
Salary Range	
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Part Time - Regular
Hours	
Workweek	
Scheduled on Holidays	Depends on Schedule
Start Date	
Probation Period	
Benefits	No
Benefit Premium	
401K Plan	Available
Vacation	Yes
Paid Sick Leave	No
Phone Calls	
Agent Phone Calls	No Phone Calls Please
Résumé	Required
Cover Letter	Required
References	Required
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	
FAX Résumé	Yes - (520) 884-4639
TVJobs.com E-Résumé	Yes
Degree Required	
Contract Required	No

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When responding to this job ad, please
mention you saw it listed at TVJobs.com

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 **Send Resume**

Annual E-Résumé subscription
or DigitalTalent résumé required.

[[View other KVOA job listings](#)]

Contract Length**Special Requirements**

Yes - See Ad

Driver's License**Insurance****Good Driving Record****Heavy Lifting****Previous Applicants****Local Apartment Rental****Moving Expenses**

Negotiable

Union Position

No

Union Contract Expires**Confirmation Letter****Rejection Letter****Feedback**

No

Drug Screen

Yes

**Proof of Eligibility to work in
U.S. Required**

Yes

**Equal Opportunity
Employment**

Yes

EOE Data Form

Yes

Wildcat JobLink

P.T. Graphic Artist/Production Assistant

KVOA Communications

Posted: Jan 25, 2012

DIVISION N/A

POSITION TYPE Part Time, Regular

SALARY LEVEL Negotiable **Important Dates****Posted On:**
Jan 25, 2012**Applications Accepted Until:**
Feb 25, 2012**DESCRIPTION**

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

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Contact:

Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com

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LOCATION

City
Tucson
State/Province
Arizona
Country
United States

JOB FUNCTION

Communications Related

CONTACT INFORMATION

Mrs. Gabriella Trejo
209 W. Elm

Tucson, Arizona 85705
United States

gtrejo@kvoa.com
520-792-2270-107



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https://arizona-csm.symplicity.com/employers/index.php?printer_friendly=1

1/25/2012

Job Detail Information**Job Information****Job ID****2495102****Job Title**

P.T. Graphic Artist/Production Assistant

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

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- o Work evenings and "vacation relief" weekdays and weekends.
- o Must be a team player.

Job Description**Contact:**

Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com

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Motor Vehicle Record Required

Type of Job

Part Time

Job Location

Tucson, Arizona

Posting Date

01/29/2012

Expiration Date

02/25/2012

Job Requirements**Degrees Wanted**

None Required

Majors Wanted

Any Major

Job Targets Wanted

Any Job Target

Special Skills Wanted**Other Job Requirements****Company Information****Company Name****KVOA Communications, Inc.****Employer Web Site**<http://www.kvoa.com>**Company Description**

Cordillera Communications - A Division of Evening Post
Publishing

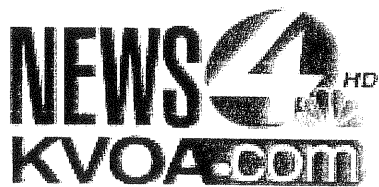
Equal Opportunity Employer

Yes

Contact Information**Contact**

Name: Gabriella Trejo
Address: 209 West Elm St
Tucson, AZ 85705
Phone: (520) 884-4604
Fax: 520-884-4639

Mail		
D.E.S. Vocational Rehabilitation 400 W Congress #420 Tucson AZ 85701	Wonita Yodice Tel: 628-6810	YES ✓
Tetra Corporation PO Box 50544 Tucson AZ 85703	Mary Lespron Tel: 622-4874 ext 130	YES ✓
Tucson Black Chamber of Commerce P.O. Box 2385 Tucson AZ 85702-2385	Shirley Hockett	YES ✓
Community Outreach Prog for the Deaf & Blind 268 W Adams St Tucson AZ 85705	Jane Kiser-Schmidt	YES ✓
Tohono O'adham Nation PO Box 837 Sells AZ 85634	Freddie Lopez	YES ✓
KUAT Communications PO Box 210067 Tucson AZ 85721	Terri Sweet Tel: 520-621-5828	YES ✓
National Assoc. of Black Journalists University of Maryland 1100 Knight Hall, Suite 3100 College Park, MD 20742	Ryan Williams Tel: 301-405-0248	YES ✓
Scottsdale Community College 9000 East Chaparral Road Scottsdale, AZ 85253	Raymond Dixon Tel: 480-423-6523	YES ✓



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

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Contact:

Dave Kerrigan

Operations Manager

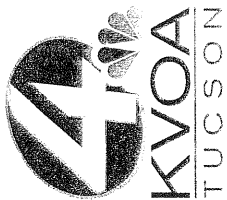
dkerrigan@kvoa.com

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Pre-employment drug screening mandatory

Motor Vehicle Record Required



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D.E.S. Vocational Rehabilitation
400 W. Congress #420
Tucson, AZ 85701

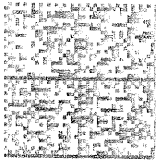


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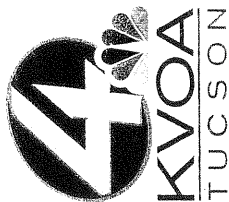
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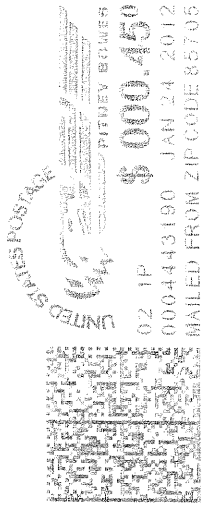
Tetra Corporation
P.O. Box 50544
Tucson, AZ 85703



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Tucson Black Chamber of Commerce
P.O. Box 2385
Tucson, AZ 85702-2385



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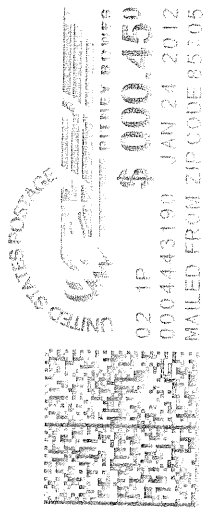
Community Outreach Program
for the Deaf & Blind
268 W. Adams St.
Tucson, AZ 85705





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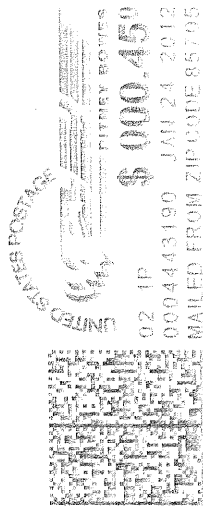
Tohono O'adham Nation
P.O. Box 837
Sells, AZ 85634



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Studios at 209 W. Elm, 85705-6538

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KUAT Communications
P.O. Box 210067
Tucson, AZ 85721



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Box 5188, Tucson, AZ 85703-0188
Studios at 209 W. Elm, 85705-6538

kvoa.com

National Assoc. of Black Journalists
1100 Knight Hall, Suite 3100
College Park, MD 20742



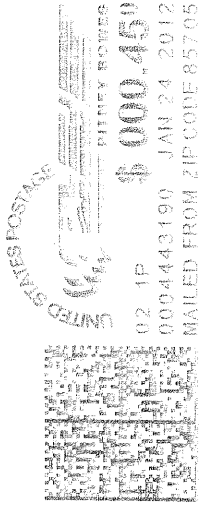


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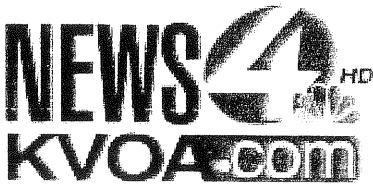
kvoa.com

Scottsdale Community College
9000 E. Chaparral Road
Scottsdale, AZ 85253



Mail		
Chicano/Hispanic Student Affairs Economics 23 PO Box 210023 Tucson AZ 85721	Leona R. Puente	NO ✓
LULAC PO Box 2443 Tucson AZ 85702	Richard Fimbres	NO ✓
Access Tucson 124 E Broadway Blvd Tucson AZ 85701	Sam Barron	NO ✓
Jackson Employment Center 400 E 26th St Tucson AZ 85713	Cheryl Bakari	NO ✓
KQTL 2955 E Broadway Blvd Tucson AZ 85716	Araceli Espinoza	NO ✓
Pascua Yaqui Tribe 7474 S. Camino de Oeste Tucson, Az 85746	Carmen Thomas HR Director	NO ✓
Emanuel Grace Church 1440 Camino del Sierra Tucson Az 85713	Minister Charles Watkins	NO ✓

OUT OF BUSINESS



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

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Contact:

Dave Kerrigan

Operations Manager

dkerrigan@kvoa.com

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Motor Vehicle Record Required

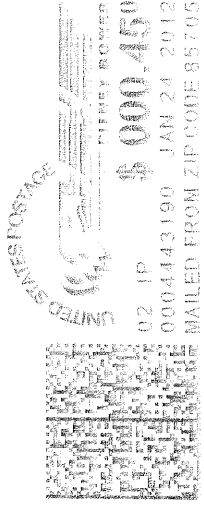


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kvoa.com

Chicano/Hispanic Student Affairs
Economics 23
P.O. Box 210023
Tucson, AZ 85721





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kvoa.com



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LULAC
P.O. Box 2443
Tucson, AZ 85702



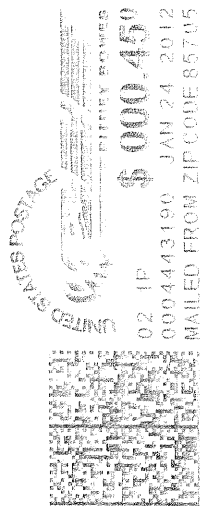
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kvoa.com

Access Tucson
124 E. Broadway Blvd.
Tucson, AZ 85701



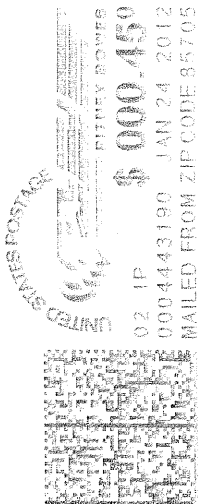


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kvoa.com

Jackson Employment Center
400 E. 26th St.
Tucson, AZ 85713





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kvoa.com

Pascua Yaqui Tribe
7474 S. Camino De Oeste
Tucson, AZ 85746





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Studios at 209 W. Elm, 85705-6538

kvoa.com

Emmanuel Grace Church
1440 Camino Del Sierra
Tucson, AZ 85713



Recruitment Sources-Sister Stations

KXLF
1003 S Montana
Butte MO 59701

Pat Cooney
General Manager
FAX: 406-782-8906 ✓
Tel: 406-496-8400

KRTV
Hwy 87 PO Box 2989
Great Falls MO 59404

Jon Saunders
General Manager
FAX: 406-791-5479 ✓
Tel: 406-453-2431

KPAX
PO Box 4827
Missoula MO 59801

Bob Hermes
General Manager
FAX: 406-543-7111 ✓
Tel: 406-543-7106

KTVQ
Box 2557
Billings MO 59103

Monty Wallis
General Manager
FAX: 406-252-9938 ✓
Tel: 406-252-5611

KOAA
2200 7TH Ave
Pueblo CO 81003

Evie Hudson
Business Manager
FAX: 719-295-6685 ✓
Tel: 719-544-5781

KATC
PO Box 63333
Lafayette LA 70506

Kathy Schexnayder
Business Manager
FAX: 337-235-9363 ✓
Tel: 337-235-3333

KRIS
409 Staples St
Corpus Christi TX 78401

Alice Galindo
Business Manager
FAX: 361-885-3773 ✓
Tel: 361-886-6100

WLEX
PO Box 1457
Lexington KY 40591

Sandy Byron
Business Manager
FAX: 859-254-1272 ✓
Tel: 859-226-7600

KSBY
1772 Calle Joaquin
San Luis Obispo CA 93405

Rebecca Paxton
Business Manager
FAX: 805-541-5142 ✓
Tel: 805-541-6666



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

- Some formal education in Graphic Arts.
- Working knowledge of Adobe Photoshop in a PC environment.
- Chyron Lyric Duet experience a plus.
- Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment.
- Bring creativity to the job while working within format.
- Follow the guidance of the staff Art Director.
- Job includes some studio camera work for live news.
- Work evenings and "vacation relief" weekdays and weekends.
- Must be a team player.

Contact:

Dave Kerrigan

Operations Manager

dkerrigan@kvoa.com

NO PHONE CALLS PLEASE

KVOA is an Equal Opportunity Employer

Pre-employment drug screening mandatory

Motor Vehicle Record Required

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:20PM	Fax Sent	14067828906	1:34 N/A	4	OK

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P.O. Box 5188, Tucson, AZ 85703-0188
Studios at 209 W. Elm Street, 85705-6538

www.kvoa.com

A service of Cordillera Communications,
Division of Evening Post Publishing
Company

Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Jon Saunders	FROM:	Gabriella Trejo
FAX:	406-791-5479	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:25PM	Fax Sent	14067915479	1:27 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Bob Hermes	FROM:	Gabriella Trejo
FAX:	406-543-7111	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:29PM	Fax Sent	14065437111	1:27 N/A	4	OK

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:34PM	Fax Sent	14062529938	1:25 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Evie Hudson	FROM:	Gabriella Trejo
FAX:	719-295-6685	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:36PM	Fax Sent	17192956685	1:50 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Kathy Schexnayder	FROM:	Gabriella Trejo
FAX:	337-235-9363	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:41PM	Fax Sent	13372359363	1:25 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Alice Galindo	FROM:	Gabriella Trejo
FAX:	361-885-3773	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:44PM	Fax Sent	13618853773	1:26 N/A	4	OK

Note:

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Sandy Byron	FROM:	Gabriella Trejo
FAX:	859-254-1272	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:47PM	Fax Sent	18592541272	1:25 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Rebecca Paxton	FROM:	Gabriella Trejo
FAX:	805-541-5142	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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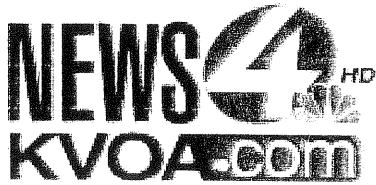
Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	3:50PM	Fax Sent	18055415142	1:37 N/A	4	OK

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Fax		
Dept of Economic Security 5441 E 22nd St Tucson AZ 85711	Olga Pinedo FAX: 584-9567 Tel: 584-8172	YES ✓
Gospel Rescue Mission 312 W 28th St Tucson, Az 85713	Jenny Coverdale FAX: 622-8585 Tel: 622-3495	YES ✓
Pima Community College 4905 C E Broadway Blvd Tucson Az 85711	Mary Holmes FAX: 206-4566 Tel: 206-4596	YES ✓
Pima County One Stop Career Center 340 North Commerce Park Loop Tucson Az 85745	Donna Baker FAX: 798-0599 Tel: 798-0500	YES ✓
ACAP Job Assistance Center-Dept of the Army United States Army Intelligence Fort Huachuca AZ 85613	Angela Baker FAX: 520-533-7059 Tel: 520-533-5764	YES ✓
Arizona Commission of Indian Affairs 1400 W. Washington, Ste 300 Phoenix, AZ 85007	Lone Wells FAX: 602-542-3223 Tel: 602-542-3123	YES ✓



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

- Some formal education in Graphic Arts.
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- Chyron Lyric Duet experience a plus.
- Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment.
- Bring creativity to the job while working within format.
- Follow the guidance of the staff Art Director.
- Job includes some studio camera work for live news.
- Work evenings and "vacation relief" weekdays and weekends.
- Must be a team player.

Contact:

Dave Kerrigan

Operations Manager

dkerrigan@kvoa.com

NO PHONE CALLS PLEASE

KVOA is an Equal Opportunity Employer

Pre-employment drug screening mandatory

Motor Vehicle Record Required



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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Olga Pinedo <i>Opinedo@azdes.gov</i>	FROM:	Gabriella Trejo
FAX:	584-9567 / <i>684-9515</i>	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
--------	--------------	------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 25	9:43AM	Fax Sent	5849515	1:32 N/A	5	OK

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	4:20PM	Fax Sent	6228585	1:28 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Mary Holmes	FROM:	Gabriella Trejo
FAX:	206-4566	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	4:22PM	Fax Sent	2064566	1:24 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Donna Baker	FROM:	Gabriella Trejo
FAX:	798-0599	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	4:25PM	Fax Sent	7980599	1:28 N/A	4	OK

Note:

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Angela Baker	FROM:	Gabriella Trejo
FAX:	520-533-7059	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

**Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant**

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	4:30PM	Fax Sent	15205337059	1:25 N/A	4	OK

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Facsimile Transmittal Sheet

DATE:	January 24, 2012	PAGES:	4 pages including Coversheet
TO:	Lone Wells	FROM:	Gabriella Trejo
FAX:	602-542-3223	TEL:	
RE:		CC:	

PHONE:	520.884.4604	FAX:	520.884.4639
---------------	--------------	-------------	--------------

Sales/Traffic:	520.624.5983	News 4:	520.884.4644
Engineering:	520.628.7186	GM:	520.884.4600

REMARKS:

Attached are job posting for :

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella Trejo
Payroll Clerk

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Last Transaction

Date	Time	Type	Station ID	Duration Digital Fax	Pages	Result
Jan 24	4:32PM	Fax Sent	16025423223	1:25 N/A	4	OK

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Recruitment Sources

CONTACT

ENTITLED TO
NOTIFICATION

E-Mail

Chicanos Por La Cause-Employment Specialist 200 N Stone Ave Tucson AZ 85701	Lola Benitez FAX : 884-9007 TEL: 882-0018 EXT#279 gracie.fierro@cplc.org	YES ✓
NAACP Tucson Branch 2160 N 6TH Ave Tucson AZ 85705	Clarence Boykins TEL: 622-8277 CLARENCE540@AOL.COM	YES ✓
Tucson Urban League 2305 S Park Ave Tucson AZ 85713	Donna Baker FAX: 623-9364 TEL: 791-9522 dbakerx@csd.pima.gov	YES ✓
Tucson Indian Center 705 N Main Ave Tucson AZ 85705	Benny M McCabe FAX: 884-0240 TEL: 884-7131 Benmcabe@hotmail.com	YES ✓
National Association of Hispanic Journalists 1000 National Press Bld 529 14st MW Washington DC 20045-2001	NAHJ Job Bank TEL: 202-662-7168 FAX: 202-662-7144 Jobbank@nahj.org	YES ✓
Family Support Center 3500 S.Craycroft Rd. Bldg.3210 Davis-Monthan AFB, AZ 85707	Regan Mendina-Pellow/USAF ACC TEL: 228-5690 FAX: 228-5622 Regan.Mendina-Pellow@dm.af.mil	YES ✓
Fred G Acosta Job Center 901 S Campbell Ave Tucson AZ 85719	Joe Romano TEL: 879-9234 romano.joe@jobcorps.org	YES ✓
National Urban League 120 Wall Street New York, NY 10005	S Harris TEL: 212-558-5300 Sharris@nul.org	YES ✓
Goodwill Industries of So Arizona Inc. 1940 E. Silverlake #403 Tucson AZ 85713	Lisa Larivee TEL: 520-623-5174 ext.117 llarivee@goodwill-tucson.org	YES ✓
ITT Technical Institute 1455 W. River Rd. Tucson, AZ 85704	Lisa Deery TEL: 520-408-7488 ldeery@itt-tech.edu	YES ✓
P.H.A.S.E / YWCA 525 N. Bonita Ave. Tucson Az 85745	Liz Rabago TEL: 884-7810 lrabago@ywcatuson.org	used to fax/ requested email YES ✓

Gabriella Trejo

From: Gabriella Trejo
Sent: Tuesday, January 24, 2012 3:33 PM
To: 'gracie.fierro@cplc.org'; 'clarence540@aol.com'; 'dbakerx@csd.pima.gov'; 'benmcabe@hotmail.com'; 'jobbank@nahj.org'; 'Mendina-Pellow, Regan Civ USAF ACC 355 FSS/FSFR'; 'romano.joe@jobcorps.org'; 'sharris@nul.org'; 'llarivee@goodwill-tucson.org'; 'Ideery@itt-tech.edu'; 'lrabago@ywcatuson.org'
Subject: (3) Job Openings
Attachments: WEEKEND WEATHER-MMJ.doc; Traffic Asst 2012.doc; PT Graphic Artist-Production Asst Job Posting.doc

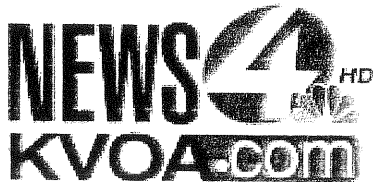
Hello,

We currently have 3 job openings for the attached job descriptions:

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella
Payroll Clerk

1/24/2012



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

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- Some formal education in Graphic Arts.
- Working knowledge of Adobe Photoshop in a PC environment.
- Chyron Lyric Duet experience a plus.
- Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment.
- Bring creativity to the job while working within format.
- Follow the guidance of the staff Art Director.
- Job includes some studio camera work for live news.
- Work evenings and "vacation relief" weekdays and weekends.
- Must be a team player.

Contact:

Dave Kerrigan

Operations Manager

dkerrigan@kvoa.com

NO PHONE CALLS PLEASE

KVOA is an Equal Opportunity Employer

Pre-employment drug screening mandatory

Motor Vehicle Record Required

Recruitment Sources	CONTACT	ENTITLED TO NOTIFICATION
E-Mail		
AWRT--Tucson Chapter katrina@adwiz.com		NO ✓
Brown Mackie College-- lisanchez@brownmackie.edu		NO ✓
Tucson Advertising Federation membership@aaftucson.org		NO ✓

Gabriella Trejo

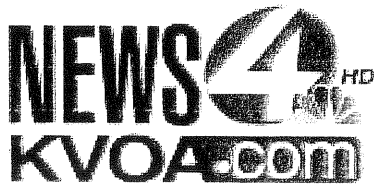
From: Gabriella Trejo
Sent: Tuesday, January 24, 2012 3:36 PM
To: 'Katrina Noble'; 'Sanchez, Liliana'; 'membership@aafutucson.org'
Subject: (3) Job Openings
Attachments: WEEKEND WEATHER-MMJ.doc; Traffic Asst 2012.doc; PT Graphic Artist-Production Asst Job Posting.doc

Hello,

We currently have 3 job openings for the attached job descriptions:

Weekend Weather Anchor/MMJ
Traffic Assistant
P.T. Graphic Artist/Production Assistant

Thank you,
Gabriella
Payroll Clerk



KVOA COMMUNICATIONS INC.

Job Opening

Part-Time Graphic Artist/Production Assistant

Southern Arizona's number one rated news station is looking for a Graphic Artist. Applicants should meet the following qualifications:

- Some formal education in Graphic Arts.
- Working knowledge of Adobe Photoshop in a PC environment.
- Chyron Lyric Duet experience a plus.
- Ability to meet short deadlines (minutes not days), multitask and work in a fast pace, high stress environment.
- Bring creativity to the job while working within format.
- Follow the guidance of the staff Art Director.
- Job includes some studio camera work for live news.
- Work evenings and "vacation relief" weekdays and weekends.
- Must be a team player.

Contact:
Dave Kerrigan
Operations Manager
dkerrigan@kvoa.com

NO PHONE CALLS PLEASE
KVOA is an Equal Opportunity Employer
Pre-employment drug screening mandatory
Motor Vehicle Record Required